

Madison County, Virginia
Application Instructions
March 27, 2019

County Planner

Madison County, Virginia is accepting applications for a full-time County Planner. Information on Madison County, this position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Applications will be received until the position is filled with the anticipated review of applications to begin on March 27. EOE

Following is supplementary information on this position and application instructions for all interested individuals.

The position will serve as the County's professional planner and zoning/subdivision administrator. Work will necessarily feature a combination of interfacing with walk-in customers; supporting boards, committees and County leadership; and projects. The position is expected to operate independently with minimal supervision and to supply routine, relevant and concise activity reports. Creation and maintenance of work plans, tracking of time and documentation of accomplishments and frequent use and operation of computers for the creation and compiling of documents and maintenance of relevant web sites will be required. Scheduled evening work hours involving participation in public meetings will be required.

The County Planner opportunity is a full-time position that is eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). The pay rate will depend upon the qualifications of the individual selected.

Applicants are to complete Madison County application form available [here](#) and return it to County Planner; %Jacqueline Frye; P.O. Box 705; Madison, VA 2272. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. Applications will be reviewed on the basis of apparent qualifications. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills.

All applicants are expected to be college graduates with applicable experience and possess a valid driver's license. All applicants must be able to pass a background investigation.

